



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165



COMMAND TECHNICAL POLICY #2

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilians

SUBJECT: High Visibility (HV) and Sensitive Account (SA) Maintenance Procedures

1. REFERENCES:

- a. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7a, Military Pay and Procedures – Active Duty and Reserve Pay.
- b. DFAS INM 7-1.
- c. FINCOM Policy Memorandum on High Visibility/Sensitive Accounts.

2. PURPOSE: To delineate basic procedures for the maintenance of High Visibility and Sensitive Accounts (HV/SA) to ensure they receive accurate and timely military pay and travel settlement support.

3. APPLICABILITY: These procedures apply to the 39th Finance Battalion. Detachment Commanders may expand on the guidance in this memorandum to meet local requirements. No portions of this memorandum may be excluded without my authorization.

4. GENERAL:

- a. At a minimum, HV accounts include the following:
 - (1) General Officers (GOs).
 - (2) Brigade (O6) level Commanders.
 - (3) Chief Warrant Officers 5.
 - (4) Command Sergeants Major assigned to O6 or higher level commands.
- b. At a minimum, sensitive accounts (SA) include the following:
 - (1) Military personnel assigned to a finance unit (regardless of MOS).

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(2) Military spouses of finance personnel assigned to your applicable Accounting and Disbursing Station Number (ADSN).

(3) Military spouses of Civilian/Local National employees assigned to the finance unit (with the exception of Non-Appropriated Funds (NAF) personnel assigned to the FINCOM).

(4) Geographically separated finance military spouses assigned to your battalion ADSN when identified to you by the finance office supporting the finance Soldier or finance employee. NOTE: If you are aware that you have a finance Soldier with a geographically separated military spouse, you should contact the applicable finance office so they can give sensitive status to the account in question.

5. RESPONSIBILITIES:

a. Detachments:

(1) Appoint one primary and one alternate VIP representative for each detachment who will maintain individual account files on all HV accounts and make all military pay, travel, and disbursing inputs/transactions using a special input source code (ISC). Controls (i.e., tracking the ISC inputs) will be enacted to ensure these individuals are the only authorized personnel within the battalion making input to the applicable pay accounts. Detachments will audit 100% of all military pay and travel vouchers for HV/SA personnel before uploading for payment or making a manual payment to the individual. The authorized individual conducting the audit will write the date of the audit and print and sign his/her name on the payment document.

(2) All HV accounts will be "flagged" as a Pay Record Accessibility (PRA) account with an indicator of "0" upon inprocessing IAW DFAS INM 7-1 Part One, Para 2-3, j, 7. The intent of using the PRA indicator is to facilitate military pay account tracking and allow for a quarterly rollup to perform an audit/review of each military pay account.

(3) The detachment HV VIP representative will print his/her own copy of every HV End of Month (EOM) Leave and Earnings Statement (LES) and reconcile it with the previous month's LES and a copy of the Defense Military Pay Office (DMO) report for the respective ISC identified for HV account inputs. Any discrepancies will be immediately researched and brought to the attention of the Chief of FINOPS. Retain these LESs for one year.

(4) Each HV account will be reviewed/audited monthly between the 10th and 15th of the month. The complete Master Military Pay Account (MMPA) and processed transactions screen print (JJAM) of all HV accounts will be reviewed during this process to check for and reconcile unforeseen systemic or other inputs/changes to the account that did not process or processed incorrectly. Pay special attention to the N9 memos

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input by DFAS-IN to ensure their input is accurate, especially their monthly review of taxes for VIP accounts. Take immediate action to resolve any discrepancies by researching and notifying the Battalion FINOPS, who in turn should contact the Field Services Office (FSO) at DSN 699-7870 and/or the General Officer Point of Contact (POC) in Centralized Operations Office (COO) at DSN 699-2253/2793, as necessary. Report any unusual system/technical issues discovered through this process to Finance Operations (FINOPS) for dissemination to the entire battalion.

(5) Offer private in-and-out processing sessions to all VIPs and conduct these sessions as required. Assist the VIPs in completing any required documentation to start/stop station allowances, update necessary pay account information, and complete their travel voucher.

(6) Create a PRA roster to use as a tool to monitor these HV accounts (see enclosure 1). The completed roster will be updated as often as necessary and forwarded to the Battalion FINOPS for oversight. At a minimum, the roster will provide the following information:

(a) Rank, Name, SSN, position, and phone # of individual subject to PRA review/audit.

(b) Rank, Name, SSN, and duty station of any relative(s) involved.

(c) Pay option method (EOM for End of Month only or MM for Mid-month & EOM).

b. Military Pay Review:

(1) Mil Pay Review is responsible for ensuring a quarterly audit of all HV/SAs is conducted by printing the quarterly PRA listing (see enclosure 2) via the offline reporting system, as well as individual audits for personnel who conduct a Permanent Change of Station (PCS) or change duties. PRA reports are available through DJMS subsystem JBTO in Mar, Jun, Sep, and Dec of each year. Upon completion of the audit, route the report and its findings through the command group (FINOPS, CSM, XO) for final certification by me. Conduct all follow-up actions as warranted. The quarterly review will be conducted as follows:

(a) Accounts reflecting a monetary change of less than \$100 or a leave accrual increase of no more than 2.5 days per month require no further action. Annotate No Action Required (NAR) next to each line that falls into this category.

(b) Accounts with a net difference of \$100 or more and/or a leave accrual increase of more than 2.5 days per month, to include any leave or indebtedness cancellations, shall be audited thoroughly. Annotate next to the line what generated the

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net difference of \$100 or more (e.g., Casual Pay/Temporary Lodging Allowance (TLA) Payment, Bonus Payment, etc).

(c) Audit suspicious account(s) by obtaining a current MMPA and researching the account to identify the transactions related to the increase(s). Examine the source documents related to all questionable transactions and ensure the transactions are correctly supported and processed. Indicate that all transactions have been corrected (when appropriate) and processed properly by signing and dating the roster. Retain the completed PRA review/audit for one year.

(d) Forward a copy of all quarterly PRA reviews to FINCOM FINOPS (ATTN: Military Pay Policy) NLT 10 January, 10 April, 10 July, and 10 October.

(2) Closely monitor and coordinate all prior-year tax affecting input with the DFAS-IN COO POC who can be reached at DSN 699-2253/2793. Detachments must ensure that any and all corrected W2s (W2Cs) received for a General Officer or Command Sergeant Major assigned to a General Officer are proper and correct before distributing them to the individual. All W2Cs will be issued and printed by DFAS-IN and mailed to the respective servicing finance office for distribution. Keep in mind the individual has the ability to print their own W2Cs via MyPay so ensure you do your periodic reviews of the account until the W2C has been issued to ensure it is correct – don't wait for the mailed hard-copy.

(3) All General Officers, Chief Warrant Officers 5, and Command Sergeants Major assigned to Lieutenant Generals or Generals are monitored by a special POC in COO at central site. The COO also makes all central site-level input to include the working of all CMS cases involving these personnel. If you have questions or problems with these accounts, contact the COO POC at DSN 699-2253/2793.

(4) If you have a problem with a General Officer's account, which cannot be resolved at your level or with assistance from Battalion FINOPS or FINCOM FINOPS, please ensure you immediately contact the Finance Support Office (FSO) to notify them of the situation to gain assistance. This will also enable us to keep the DFAS-IN chain of command properly informed of the incident.

(5) Notify the Battalion FINOPS/XO and FINCOM FINOPS telephonically (469-7586 or 322-1730) and via email (aeufc-fapd@266fc.army.mil) when your station identifies a General Officer account for separation/retirement. The full name, rank, SSN, and projected retirement/separation date must also be included in this notification.

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6. CONTACT INFORMATION: The proponent for this policy is the Chief, FINOPS,
DSN 469-7586.

2 Encls

1. Sample Battalion PRA Roster
2. Sample Quarterly PRA Report Audit


RICK L. TILLOTSON
LTC, FC
Commanding

	NAME	SSN	POSITION	PHONE#	EOM PAY	ARRIVE	DEPART
NTC HQs							
	BG FIL, JOSEPH		CG	3261		020801	
	COL FLINN, EDWARD		COS	3302	EOM	990708	
	CW5 LUND, JOHN R		USAG			011007	
	CW5 SIMKO, EDWARD		USAG			011119	
OPS GROUP							
	COL MARTZ, JOSEPH		OPS GRP CDR	4278	EOM	020801	
	CSM GARRETT, JONATHAN		OPS GRP			011113	
11TH ACR							
	COL MOORE, JOSEPH		REGIMENT CDR - 11TH ACR	3320	EOM	020617	
	CSM FLOOD, STEPHEN		REGIMENT CSM - 11TH ACR	4514		000804	
TSC							
	COL WALDEN, JOSEPH L.		TSC CDR	4703	EOM	010618	
	CSM AGUON, FRANK		TSC CSM	4221		990419	
MEDDAC							
	COL WILLIAMS, CALVIN		MEDDAC CDR	3108	EOM	020618	
	COL STEVENSON, REID					010701	
	COL SANCHEZ, RAMON		TRICARE REP SAN DIEGO			010706	
DENTAC							
	COL CAMPBELL, TIMOTHY		DENTAC CDR	4999		010612	
	COL LUTTRELL, PAUL		DENTAC DEPUTY CDR	4999		010629	
	COL LINDSAY, BYRON		DENTAC-SHUTTLEWORTH OIC	3196		000717	
	COL HORTON, WILLIAM		DENTAC - PEDIODONTIST	3161		981215	
MISC.							
	NONE						
SPOUSES							
	CPT CONNELL, KURT		Ops Group	SPOUSE MS. CONNELL			
	W1 WAITS, JOHN T. JR.		Maint Troop	SPOUSE MS. WAITS			
	MSG WALTON, MICHAEL		Ops Group - Wolf Team	SPOUSE CPT WALTON			
	SSG AUSTIN, RAMONA		MEDDAC	SPOUSE SGT AUSTIN			
	SSG ROSALES, VICTOR		H 2/11	SPOUSE SGT ROSALES			
	SPC EDWARDS, RAYDEEN J.		MMC	SPOUSE SGT EDWARDS			
SOLDIERS							
	CPT WALTON, SUSAN M.						
	SFC ROSADO, JOHN A.						
	SGT AUTSIN, MARCUS						
	SGT ROSALES, SANDRA A.						
	SGT EDWARDS, LEONORA						
	SPC FREEMAN, JADA C.						
	SPC MARTIN, KAREN S.						
	SPC WOODS, DONALD F II						
	PFC FONSECA, DIMAS						
	PFC HAWKINS, JOHNATHAN H.						
	*NOTE: Soldiers in bold are on UIC FIN49016						

Enclosure 1: Sample Battalion PRA Roster

DATE: 23 DEC 03

PCN: UH0990362
DSSN 557700

PRA LISTING

NAME	SSN	MONTH 3 OF QUARTER		MONTH 2 OF QUARTER		MONTH 1 OF QUARTER		NET CHANGE	
		ENTITLEMENT	LV ERND	ENTITLEMENT	LV ERND	ENTITLEMENT	LV ERND	MO 3/MO 2	MO 2/MO 1
WALTO	XXX-XX-XXXX	\$ 2,138.55	2.5	\$ 2,595.30	2.5	\$ 2,145.08	2.5	\$ (456.75)	\$ 450.22
SPIND	XXX-XX-XXXX	\$ 7,571.78	2.5	\$ 7,534.30	2.5	\$ 7,704.35	2.5	\$ 37.48	\$ (170.05)
GROOM	XXX-XX-XXXX	\$ 2,300.32	2.5	\$ 2,280.19	2.5	\$ 4,859.22	2.5	\$ 20.13	\$ (2,579.03)

PERSONAL DATA - PRIVACY ACT OF 1974 (5USC 552a)

Enclosure 2: Sample Quarterly PRA Report Audit